

PUBLIC AND INDIAN HOUSING

Field Office Public Housing
Directors; Field Counsels

Notice PIH 97-3 (HUD)

Issued: January 17 1997
Expires: January 31, 1998

Subject: **Revised Annual Contributions Contract (ACC) Amendment
Forms for Public Housing Development**

1. **PURPOSE.** This Notice is to:
 - a. Transmit the revised grant amendment forms to the consolidated ACC: Form HUD-53010-E, Increase Development Grant Amendment (7/96); Form HUD-53010-I, Major Reconstruction of Obsolete Public Housing Project (MROP) (7/96); and Form HUD 53010-D, Development Project Grant Amendment (7/96), for use in obligating public housing development funds where the revised consolidated ACC has been executed by HUD.
 - b. Explain procedures for accessing the forms on WordPerfect.
 - c. This Notice does not apply to Indian housing.
2. **CONSOLIDATED ACC** Notice PIH 95-44 (HA), dated June 23, 1995, transmitted the revised Consolidated ACC, Form HUD-53012A (7/95) and Form HUD-53012B (7/95), and instructed the Housing Authority (HA) to sign and forwarded the revised Consolidated ACC to the Field Office for execution by December 15, 1995.
3. **USE OF PUBLIC HOUSING DEVELOPMENT AMENDMENT FORMS .**
Where the revised Consolidated ACC Form HUD 53012A (7/95) and Form 53012B have been executed, but the public housing development funds have not been obligated, the Field Office shall use the applicable revised form to obligate funds. The Field Offices are required by Notice PIH 95-44 (HA) to notify Headquarters of any HAs which have not submitted the

revised consolidated ACC. Headquarters will determine the appropriate steps to be taken before executing the revised public housing development/MROP amendments to the consolidated ACC.

4. **ACCESSING WordPerfect ELECTRONIC FORMS**. A number of Departmental forms have been formatted in WordPerfect to take advantage of that software's merge-data function simplifying data entry. The files may also be used by accessing (retrieving) the file in the usual way with WordPerfect and then simply moving the cursor to the highlighted "input" positions and typing over the instruction text.

To use the Merge function:

- * Open WordPerfect software (do not open a file yet);
- * Press the Ctrl F9 keys;
- * Select "1," the "merge" option;
- * You must name a "primary" file.
Either.. type the path and name of the (form) file you want; or... press F5 to search for the file via the directory and retrieve the file by pressing the "1" or "R" key;
- * You must then name a "secondary" file to merge.
Press "enter". The secondary file will be input as you fill-in the form from the keyboard.

The file will open with the cursor positioned at the first input point. Do not move the cursor. Following the instruction displayed at the extreme lower-left corner of your screen, begin typing the data.

Press the F9 key to move to the next input position. **Note:** When the cursor must advance a full page or more to reach the next input position, the move may take several seconds--wait for it.

After you press "F9" at the final input position and the form is completed, print the document (Shift F7).

Important: These files were developed for bitstream fonts to assure predictable printed documents. Make sure you select a bitstream printer such as a Panasonic or an HP printer designated as "(Bitstrm)."

_____/s/
Kevin Emanuel Marchman
Acting Assistant Secretary for
Public and Indian Housing

Attachments (Forms are not attached.)

